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DEPARTMENT OF PUBLIC WORKS AND UTILITIES
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LETTER OF TRANSMITTAL

TO: Joanne LaBaw, Project Officer	DATE: October 10, 2008
U.S. EPA - Region 10 1200 Sixth Ave. ECL-115 Seattle, WA 98101	Reference: Bremerton Gasworks Site Assessment EPA Project No.: BF-96046501-0
FROM: Dan Miller, Grant Administrator Public Works & Utilities	SUBJECT: Quarterly Report No. 9 (Q4-2008 - July - Sept. 30, 2008)

We are sending you ☒ ATTACHED ☐ UNDER SEPARATE COVER the following items:

COPIES	DESCRIPTION
1 - Original	Quarterly Report for Q4 - 2008 - Brownfields Assessment Cooperative Agreement (3-pages); and
1 - Copy	MBE/WBE Utilization Report for Q4 - 2008 (2-pages).

THESE ARE TRANSMITTED AS CHECKED BELOW:

- ☐ For Your Approval & Action
- ☒ For Your Use & File
- ☐ Submitted As Discussed
- ☐ For Acceptance & Signature
- ☐ Return When Task is Complete

- ☐ Approved As Submitted
- ☐ Approved As Noted
- ☐ Returned For Corrections
- ☐ Copies Retained For our Files

- ☐ Reviewed-No Additional Comments
- ☐ Reviewed-See Additional Comments
- ☐ Pls. Return () Originals or Copies
- ☐ Sign and Return

REMARKS: For your information and file.

Thank You.

Signed: 

PHONE: (360) 473-2314

FAX: (360) 473-5018

cc: Bob Phillips, MBE/WBE Coordinator - Utilization Report only
Millie Vellegas, Finance Manager, PW & Utilities w/ Q-Report only
Project File w/ enclosures

Brownfields Assessment Cooperative Agreement Quarterly Report

Grantee Name: City of Bremerton
Cooperative Agreement Number: BF – 9604651 - 0
Start Date: 07/20/2006 End Date: 9/30/2009 Quarterly report number: #9
Date submitted: October 10, 2008 Federal fiscal quarter(s) covered by report: #4-2008
Prepared by: Daniel J. Miller, Grant Administrator, 3027 Olympus Drive, Bremerton, WA, 98310, email: dan.miller@ci.bremerton.wa.us, phone number: 360-473-2314
Submitted by [if different]: Same as above
This Quarterly Report is provided to Joanne LaBaw, EPA Project Officer, by electronic copy

QUARTERLY REPORT

Modifications to Work Plan or Budget: There is no change to the work plan. The budget has been adjusted to reflect the actual expenditures for each task. The primary Contract remains the same.

Still in process is the laboratory testing and data analysis for the expanded analysis of the upland groundwater and soil and beachfront sediment.

There have been no direct expenditures this quarter (4Q-2008) as the expanded laboratory and data analysis is compensated directly through EPA's Targeted Brownfields Assessment (TBA) budget.

Since the balance of the Grant is \$15,586.11, EPA is considering having E&E summarize the final report in lieu of GeoEngineers, Inc. EPA's TBA funds are also very limited but EPA feels E&E could summarize the overall results including the previous laboratory data provided in GeoEngineers' reported investigations, without duplicating or redoing GeoEngineers preliminary investigative report. This would at least provide a "thumbnail sketch" including clean-up options and potential cost estimates for stakeholders consideration.

For GeoEngineers to complete their thumbnail sketch including clean-up options and potential cost estimates they mentioned their cost to be more in-line of approximately \$45,000.

In conclusion, the MBE/WBE Report was submitted this report period.

Delays encountered during this reporting period include:

No delays to report this period.

Assessment Activities: Continued laboratory testing and analysis.

No on-site activity to report this quarter.

Redevelopment Activities: None during this quarter.

Community Involvement: No activity this period. The Community Involvement Phase is not anticipated until the final analysis is completed and the facts have been substantiated with viable clean-up options and estimates to consider towards implementing a remedial action plan.

Meetings and Travel: No scheduled meetings and/or authorized travel to report this period.

Deliverables/Work Products: No deliverables or work product this report period.

Activities Anticipated in Next Reporting Period organized on a task by task basis:

TASK 1 - PROJECT MANAGEMENT: The Quarterly Progress Report is due within 30 days of the end of the federal fiscal quarter (October 30, 2008).

TASK 2 - PUBLIC INVOLVEMENT: No activity this next quarter.

TASK 3 - SITE CHARACTERIZATION: The EPA laboratory analysis continues with the subsurface soil and groundwater analysis of petroleum hydrocarbons (gasoline/diesel/oil), VOC's, SVOC's (including PAHs), metals, PCB's, tributyl-tin and potentially any other manufactured gas plant byproducts based on the likely use and possible release in the former operations on the site and from adjacent areas.

There are no changes to the Property Profile or Site Characterization anticipated in the next report period.

Budget Status:

The budget is adjusted to reflect the actual expenditures for each Task. Presently, the budget balance is \$15,586.11.

Funds Expended:

No funds were expended this quarter (Q4-2008).

A total of \$184,413.89 of the \$200,000.00 (92.21%) grant funds were expended through the end of this quarter (September 30, 2008).

Property Profile Form/Form Update:

No changes to report to the Property Profile this Quarterly Report.

SEE EXPENDITURE TABLE NEXT PAGE

Table 1 - Summary of Quarterly Expenses by Task for Report Period: 4-2008

Budget Categories	Task 1 (Project Management)	Task 2 (Public Involvement)	Task 3 (Site Characterization)	Total Quarterly Expenses	
Personnel	\$0	\$0	\$0	\$0	
Supplies	\$0	\$0	\$0	\$0	
Contractual	\$0	\$0	GeoEngineers \$0	\$0	
Travel	\$0	\$0	\$0	\$0	
Total Direct Charges	\$0	\$0	\$0	\$0	
Total Current Quarterly Expenses	\$0	\$0	\$0	\$0	
Cumulative Overall Project Expenses	\$23,958.40	\$0	\$160,455.49	\$184,413.89	

Table 2 - Summary of Expenses by Category for Report Period: 4-2008

Budget Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Balance
Personnel	\$16,000	\$27,583.05	\$0	\$27,583.05	(\$11,583.05)
Supplies	\$500	\$10.48	\$0	\$10.48	\$489.52
Contractual	\$181,500	\$155,361.96	\$0	\$155,361.96	\$26,138.04
Travel	\$2,000	\$1,458.40	\$0	\$1,458.40	\$541.60
Total Direct Charges	\$200,000	\$184,413.89	\$0	\$184,413.89	\$15,586.11
Total Cumulative Expenses	\$200,000	\$184,413.89	\$0	\$184,413.89	\$15,586.11

Attachment: MBE/WBE Utilization Form-Federal for Fiscal Quarter 4 (July–Sept. 30, 2008).